

3-1-2013

Employer Update for Employers of the Maine State Retirement System, March 2013

Maine Public Employees Retirement System

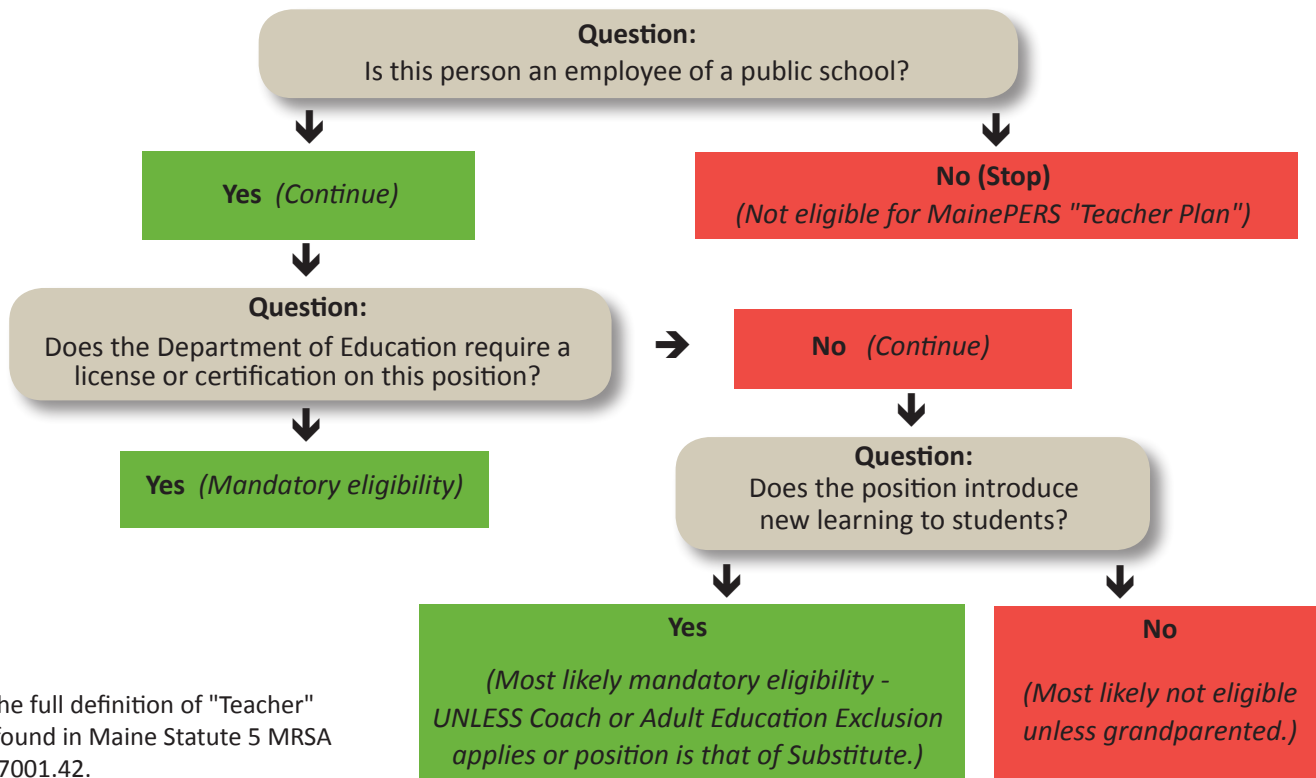
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Teacher* Retirement Plan Eligibility



*The full definition of "Teacher" is found in Maine Statute 5 MRSA §17001.42.

Group Life Insurance for Teacher Members

Are you a teacher employer participating in the MainePERS Teacher Retirement Plan?
Be sure to offer MainePERS group life insurance to all eligible employees.

Who is Eligible?

Eligible teacher employees include:

- Full Time Permanent
- Part Time Permanent (at least 20 hrs. or 2.5 normal working days per week.)

Offer group life insurance to all eligible employees within the first 31 days of hire into one of the above eligible classifications. Life Insurance coverage takes effect after one full month of employment in an eligible position and then begins the first of the following month. No application; no coverage.

What is the enrollment and decline process?

Employers now submit The Application for Coverage Group Life Insurance (GI-0908) electronically through the MainePERS ESS (Employer Self Service) web based reporting system. Submit this form to enroll your employee in life insurance or to document that the employee declined coverage.

Questions?

Visit the Group Life Insurance section of our website at www.maineopers.org or contact us:

- E-mail: SurvivorServices@mainepers.org
- Phone: 800-451-9800 ext. 3244

GRANT FUNDED TEACHER RATES ARE ON THE WEB



Teacher rates are now posted on MainePERS Employer [website](#):

The Employer Contribution Rate for grant and federally funded teacher salaries beginning July 1, 2013 (FY14) is 16.15%. The retiree health insurance portion paid to the Office of State Employee Health & Benefits is not included in this rate. You should expect to receive information directly from the Office of State Employee Health & Benefits about the retiree health insurance rate for the upcoming fiscal year.

Attention Participating Local District Employers

Statements of
Consolidated Plan Cost
(a.k.a. "Green Sheets")
Are Out!

This year MainePERS sent your green sheet to you using our secure e-mail ZixMail®.

If you have not yet received your green sheet contact Employer Services.

E-mail: Employer@mainepers.org

Phone: 800-451-9800 ext. 3200

May We
See Some
Identification
Please?

Be sure to include an identifier on all Retirement Contributions and Group Life Insurance Premium Payments to MainePERS. Identifiers connect your payments to the exact charge for which it was intended.

Payment Identifiers, also known as Invoice Numbers, are on all Remittance Reports, Group Life Insurance Invoices or MainePERS Invoices.

Want more information about Payment Identifiers? Go to page [99](#) of the Employer Self-Service User Guide for Employers.

EMPLOYER SELF SERVICE - DESKTOP TECHNICAL SPECIFICATIONS

| Component Name | Primary Recommendation | Employer Self Service | Comments |
|-----------------------|---|--|---|
| Operating System | Windows 7 | Recommended | Windows 8 is not currently supported. |
| Browser Settings | | Recommended | JavaScript or client-side scripting should be enabled. |
| Monitor Display | Monitor resolution of 1024 x 768 or higher | Recommended | |
| Browser Software | Internet Explorer v. 9 Firefox v. 18 Safari (any version) Chrome (any version) | Preferred Allowed Not preferred* Not preferred* | The Back and Refresh buttons are not supported in V3. Allow pop-ups from the website where the application is hosted. Use close button in lower portion to close pop-up windows. Use "Regular" or "Normal" text size on your browser. |
| PDF Forms Viewing | Adobe Acrobat Reader 9.x and higher | Recommended | To install, go to www.adobe.com or within a current version of Adobe navigate to Help > Check for updates. Requires internet connection. |
| Document Shell Editor | Java Runtime Environment | Recommended | To install on your desktop, go to http://www.java.com/en/download/index.jsp Supports Java version 6 or higher. |

*Issues related to ESS forms are known to exist upon using these browsers.